



Lamar University – M.Ed. in Educational Technology Leadership

Internship Plan: Field-based Experience Activity (Internship Plan Template)

Patricia A. Startz

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Due: May 15, 2011

Name of Intern

Cohort Group

Date

The Field-based Experience component of the Internship Plan is a brief, but specific document indicating your overall approach to the Internship program. The Internship is organized around eight ISTE Technology Facilitator Standards, the 33 Performance Indicators and the 78 Performance Tasks. Using this document, you will identify the field-based activities you will approach and indicate which of the eight ISTE Technology Facilitation standards and 33 Performance Indicators were addressed in each activity. You will provide a brief description of each activity, resource person, and a completion date for each activity. This activity should be completed with and approved by your site mentor.

You are to plan at least one activity in each of the 33 Performance Indicators found in the text. If an activity is applicable to more than one performance indicator it must be identified under all applicable tasks.

Use this chart to develop your Internship Plan for Part 1 of your Week 5 EDLD 5306 assignment. When you open this file, immediately save it as "yourname_Draft Internship Plan," and work on this saved file as you revise and update your plan.

Site Mentor:

Name: Linda Bettin
(Please Print)

Title: Superintendent, FCISD

Signature: Linda Bettin Date: 05/13/2011

Site Mentor Comments:

Several projects may be dependent on school finance issues for the 2011-2012 school year. JB

		Brief Activity Summary	Resource Person	Projected Date of Completion
Standard I. Technology Operations and Concepts	TL- I.A	<ol style="list-style-type: none"> 1. <i>Identify and evaluate components needed for the continual growth of knowledge, skills, and understanding of concepts related to technology by:</i> <ol style="list-style-type: none"> a. Evaluate campus StarChart results for both campuses. b. Determine campus technology weaknesses for both campuses. 2. <i>Offer a variety of professional development opportunities that facilitate the ongoing development of knowledge, skills, and understanding of the concepts related to technology by:</i> <ol style="list-style-type: none"> a. Introduce teachers to Project Share Professional Development Opportunities. b. Bring in ESC3 Tech.facilitators, vendors of tech.tools considered, or utilize local topic specialists. 	<p>Superintendent</p> <p>ERATE contact</p> <p>Tech Com</p> <p>R3.Tech Res.</p>	<ol style="list-style-type: none"> 1. Aug. 2012 2. Aug.2012
	TL.1B	<ol style="list-style-type: none"> 1. Offer a variety of professional development opportunities that facilitate the continued growth and development of understanding technology operations and concepts. <ol style="list-style-type: none"> a. Continue to provide “just in time” training to refresh and/or provide teachers’ technology knowledge and skills. b. Contract ESC3 specialists or create Mini training sessions to introduce/re-introduce new applications and tools. 	R3Staff, TEA Proj.Share , Microsoft online tutorials and other prof.dev. resources.	Ongoing throughout

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Standard II. Planning and Designing Learning Environments and Experiences	TTL -II.A	<p><i>Research and disseminate project-based instructional units modeling appropriate uses of technology to support learning.</i></p> <ol style="list-style-type: none"> 1. a. Utilize course resources to supplement the Cyber Safety/Ethics pamphlets received from the FTC in Dec. 2010. b. Create a technological grade correct model instructional unit within the Moodle framework for specific grade(s). c. Include unit on adherence to copyright documentation. d. Disseminate to teachers who make grade appropriate grade level modifications and utilize with their classes. e. Share, at least the module I create, with other districts/cohort members if granted permission to do so. 2. <i>Identify and evaluate methods and strategies for teaching computer/technology concepts and skills within the context of classroom learning and coordinate dissemination of best practices at the district/state/regional levels.</i> <ol style="list-style-type: none"> a. Have each teacher summarize the technology TEKS for their grade level. b. Have cross curricular groups of teachers work together to devise a culminating project that will demonstrate mastery of the technology vocabulary, concepts, and skills for that grade. c. Work with teachers to embed <i>TinyTech</i> lessons where/when appropriate. d. Project at each grade level gets archived in a student portfolio e. Share if allowed. 3. <i>Stay abreast of current technology resources and strategies to support the diverse needs of learners including adaptive and assistive technologies and disseminate information to teachers:</i> <ol style="list-style-type: none"> a. Utilize educational technology, diverse learner, and assistive technology blogs and RSS feeds to acquire latest information. b. Stream above feeds from verified authoritative sites to district web site. 	<p>Region 3 ESC is abbreviated as R3.</p> <p>Ken Task Classroom teacher(s), Cyber Safety Resources from FTC. Principal</p> <p>TEA TechApps Contact. R3, Tech.Apps Contact. R3 Tech.Dirs. TCEA tecsigs group Grade level teachers Superintendent Principal Cathy Stolle (Curr.&Des. Masters(CDM))</p> <p>ESL teachers Special Education Teachers TEA Assistive technology staff Superintendent Principal</p>	<p>Dec. 2011 Dec. 2012</p> <p>Ongoing throughout internship.</p> <p>Ongoing throughout Internship.</p>

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	TL -II.B	<p>1. <i>Locate and evaluate current research on teaching and learning with technology when planning learning environments and experiences.</i></p> <p>a. Utilize course resources, blogs, and other educational technology resources when planning and implement TF.II.A. activities.</p>	Course instructors Superintendent Principal TCEA, R3 Tech/ Cyber Safety contact. TEA Cybersafety Contact	Ongoing throughout internship and beyond.
	TL -II.C	<p>1. <i>Identify technology resources and evaluate them for accuracy and suitability based on content standards.</i></p> <p>a. Identify and evaluate resources for TF.II.A.1 and TF.II.A.2. against technology TEKS NET-S for appropriate grade level(s).</p> <p>2. <i>Provide ongoing appropriate professional development to disseminate the use of technology resources that reflect content standards.</i></p> <p>a. Assess teacher technology skills utilizing one of the self-assessment tools introduced with the course.</p> <p>b. Try then recommend an appropriate training resource from pages 30-31 of textbook or Project Share.</p>	TEA Tech.Apps course resource contacts. Course instructors Reg3 tech. contacts Project Share contributors Superintendent Principal Teachers	Ongoing throughout internship and beyond.
	TL -II.D	<p><i>Identify and evaluate options for the management of technology resources within the context of learning activities.</i></p> <p>In the context of Activity TL.II.A.1 and TL.II.A.2:</p> <ol style="list-style-type: none"> 1. Discuss technology that will be needed with teachers before lesson; 2. Locate and procure tech.tools, and lab time, if needed. 3. Determine how each will be used. 4. Rehearse process, before actual class. 	Librarian-clicker checkouts R3 if we need something special. Tech. Directors Superintendent Principals Teachers	Ongoing throughout Internship
	TL -II.E	<p><i>Continually evaluate a variety of strategies to manage student learning in a technology enhanced environment and disseminate through professional development activities.</i></p> <ol style="list-style-type: none"> 1. Utilize the teacher assessment of skills from TL.II.C.2.A to establish teacher baseline technology skills. 2. Laminate a copy of the Texas Star Chart for each teacher for reference 7 distribute. 3. Post the Levels of Technology Implementation (LoTi) Framework beside the Star Chart, laminate and distribute. Post on a Blog or Wiki site. 4. Institute Project Potluck: 	Principal evaluations Principal recommendations for professional development activities	<p>During walkthroughs and upon teacher invitation Throughout Internship</p> <p>1st set of 3 Projects completed by May 2012</p> <p>2nd set of 3</p>

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		<p>a) Provide a Potluck Project basket with the criteria and rubrics for six technology enhanced projects in it. Have four levels of integration built into the rubrics. The most complex gets a score of four. Set a goal of one project per six weeks. At the end of each project cycle teachers bring a potluck dish for lunch and constructively critique each other over their potluck lunch. At the end of the year, teachers vote for the best project. The winner gets a big incentive-- a comp day or free movie pass or free dinner pass...</p> <p>b) Each project will begin with skills reflection, curriculum reflection, and just in time professional development in order to integrate the new technology enhancement into their students learning environment.</p> <p>c) Teachers will correlate each project to their subject area essential knowledge, and level of cognition required for STAAR assessments.</p> <p>d) Each project will culminate with a criteria/rubric and product quality evaluation reflection.</p> <p>e) Project products will be added to an ePortfolio. (Project Share, if TEA sustains it).</p> <p>Professional Development resources will be selected from open source resources.</p>		projects comp. Dec.2012.
	TL -II.F	<p><i>Identify and evaluate instructional design principles associated with the development of technology resources.</i></p> <p>1) Utilizing technology skills and tools resources for teachers and students supplied for Project Potluck activities in T.L. II.E:</p> <p>a) Identify the instructional design principles emphasized within each project and identify the StarChart/ LoTi level being targeted at each integration level.</p> <p>b) Identify the NETS level and the NCREL engaged learner indicator being targeted at each level.</p> <p>2) Utilizing technology skills and tools criteria and rubrics for teachers and students</p>	Principal Superintendent Cathy Stolle,holds Prn.Cert. (holds C&D Master)	During Project design and development By Aug. 2011

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		<p>supplied for Project Potluck activities in T.L. II.E:</p> <p>a) Evaluate the effectiveness of instructional design principles emphasized within each project:</p> <ol style="list-style-type: none"> 1) Assess student learning. 2) Assess completeness of student products. 3) Assess the quality of student products. 4) Assess the level of acquisition of NETS student skills and the NCREL level of engagement. 	Same as above	<p>@ six weeks formative or as Walkthrough</p> <p>Final May 2012</p>
Standard III. Teaching Learning, and the Curriculum	TL -III.A	<p>1. <i>Design methods and strategies for teaching concepts and skills that support integration of technology productivity tools (refer to NETS for students.)</i></p> <p>a. Refer to Activity TL.IIA.1. & 2. which will integrate suggested NETT methods and strategies for teaching concepts and skills that support integration of technology productivity tools.</p> <p>b. Refer to Activity TL.IIE. which will utilize Texas StarCharts, LoTi, NCREL, NETT& NETS methods and strategies to integrate technology enhancements into the learning environment.</p>	R3.Tech Contact. Course Instructors Cathy Stolle (CDM)	December 2011
		<p>2. <i>Design methods for teaching concepts and skills that support the integration of communication tools (refer to NETS for Students)</i></p> <p>a. Refer to Activity TL. II A.1 & 2 which will utilize cyber safe rules of engagement for age/grade appropriate blogs, wikis, and email to communicate between teachers during development and with students during lessons.</p> <p>b. Refer to Activity TL.IIE. which will utilize Texas StarCharts, LoTi, NCREL, & NETS to integrate technology enhancements into the learning environment.</p> <ol style="list-style-type: none"> 1) Every project will begin with skills evaluation and any needed professional development in the integration of tools for communications. 2) Every project will begin with a Cyber safe communication tips for students. 	<p>Tech Apps Curriculum Contact R3 and TEA Curriculum Cathy Stolle (CDM) Each teacher</p>	<p>January 2012</p> <p>Jan. 2012 Revisions Aug.2012</p>
			Tech Apps Curriculum	Same as above

	Brief Activity Summary	Resource Person	Projected Date of Completion
	<p>3. <i>Design methods and strategies for teaching concepts and skills that support integration of research tools (refer to NETS for Students).</i></p> <p>a. Refer to Activity TL.IIE. which will utilize Texas StarCharts, LoTi, NCREL, & NETS to integrate technology enhancements into the learning environment. Every project will have a research element.</p>	<p>Contact R3 and TEA Curriculum Cathy Stolle (CDM) Each teacher</p>	
	<p>4. <i>Design methods and model strategies for teaching concepts and skills that support integration of problem-solving/decision-making tools (refer to NETS for Students)</i></p> <p>a. Refer to Activity TL.IIE. which will utilize Texas StarCharts, LoTi, NCREL, & NETS to integrate technology enhancements into the learning environment. Every project will integrate problem-solving/ decision making tools.</p> <p>b. Teachers will correlate each project to their subject area essential knowledge, and level of cognition required for STAARS assessment success.</p>	<p>Same as above</p>	<p>Same as above</p>
	<p>5. <i>Design methods and strategies for teaching concepts and skills that support use of media-based tools such as television, audio, print media, and graphics (refer to NETS for Students).</i></p> <p>a. Refer to Activity TL.IIE. which will utilize Texas StarCharts, LoTi, NCREL, & NETS to integrate technology enhancements into the learning environment. Each project will utilize media-based tools such as television, audio, print media, or graphics (refer to NETS for Students).</p> <p>b. Media needed for each project and level will be detailed on each project.</p>	<p>Same as above</p>	<p>To det. what to do: Jan. 2012 Rev. for Aug.2012</p> <p>How well done: Walkthrough May 2012 Dec. 2012</p>
	<p>6. <i>Evaluate methods and strategies for teaching concepts and skills that support use of distance learning systems appropriate in a school environment (refer to NETS for Students.)</i></p> <p>a. Refer to Activity TL.IIE. which will utilize Texas StarCharts, LoTi, NCREL, & NETS to integrate technology enhancements into the learning environment. At least one project will involve an age appropriate distance learning system (refer to NETS)</p>	<p>Principal Stolle R3 Staff Superintendent Stolle (CDM)</p>	<p>Jan. 2012</p>

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		<p>7. <i>Design methods and model strategies for teaching concepts and skills that support use of Web-based and non-Web based authoring tools in a school environment. (refer to NETS for Students.</i></p> <p>a. Refer to Activity TL. II A.1 & 2 which will utilize age/grade appropriate web based blogs, wikis, and wordles to communicate between students and teachers.</p> <p>b. Refer to Activity TL.IIE. which will utilize Texas StarCharts, LoTi, NCREL, & NETS to integrate technology enhancements into the learning environment. All projects will utilize at least one non-Web based authoring tool in a school environment (word processor, power point, publisher, etc.).</p>	Stolle, R3 Ed.Tech. Staff TCEA TecSig	Dec. 2012
	TL -III.B	<p><i>Design methods and strategies for integrating technology resources that support the needs of diverse learners, including adaptive and assistive technology.</i></p> <p>a. Refer to Activity TL.IIE. which will utilize Texas StarCharts, LoTi, NCREL, & NETS to integrate technology enhancements into the learning environment that support the needs of diverse learners, including adaptive and assistive technology when needed. Resource for this: https://www.disability.gov/education/assistive_technology</p>	ESL staff Spec.Ed. Staff G.T. Staff Stolle R3 specialists Web Site Res. Principal	Jan. 2012
	TL -III.C	<p><i>Design methods and model strategies for teaching problem-solving skills using technology resources.</i></p> <p>a. Refer to Activity L.IIE. which will utilize Texas StarCharts, LoTi, NCREL, & NETS to guide design and implementation so that problem-solving skills are the core of the technology enhancements being introduced into the learning environment.</p>	ESL staff Spec.Ed. Staff G.T. Staff Stolle R3 specialists Web Site Res. Principal	Jan. 2012
	TL -III.D	<p><i>Design methods and model classroom management strategies for teaching technology concepts and skills used in PK-12 environments.</i></p> <p>a. Refer to Activity L.IIE. which will utilize Texas StarCharts, LoTi, NCREL, NETT & NETS to guide design methods and model classroom management strategies in classroom, small group, individual and computer/science lab settings for teaching technology concepts and skills.</p>	ESL staff Spec.Ed. Staff G.T. Staff Stolle R3 specialists Web Site Res. Principal	Jan. 2012

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	TL -III.E	<p>1. <i>Disseminate curricular methods and strategies that are aligned with district/region/state/national content and technology standards.</i></p> <p>a. I will repost via blog and email, examples of curricular methods and strategies that are aligned with district/region/state /national content and technology standards for each project.</p> <p>2. <i>Investigate major research findings and trends related to the use of technology in education to support integration throughout curriculum.</i></p> <p>a. I will continue my memberships in Texas Computer Educators Association & Texas ASCD in order to have access to blogs that highlight current research in relation to technology in education and curriculum trends.</p> <p>b. Magazine subscriptions, Education Week and District Information and reviewing technology related articles daily online.</p> <p>c. I will join ISTE- get magazine and blog.</p> <p>d. Continue subscriptions Techedge, Information Week, and District Administrator, etc.</p>	<p>TEA ASCD Superintendent Principal TecSig blog MGuhlinBlog EdWeb.</p> <p>Same as above</p>	<p>Ongoing Throughout Internship</p> <p>Ongoing Throughout Internship</p>
Standard IV. Assessment and Evaluation	TL -IV.A	<p>1. <i>Facilitate the development of a variety of techniques to use technology to assess student learning of subject matter.</i></p> <p>a. Refer to Activity L.IIE. which will utilize Texas StarCharts, LoTi, NCREL, & NETS to guide design and implementation of technology integrated assessments including, but not limited to computer based testing via the moodle quizzing feature, Assessment tools that come with textbooks, and interactive student response systems.</p> <p>2. <i>Provide technology resources for assessment and evaluation of artifacts and data.</i></p> <p>Refer to activities in item TL-II.E.4.b. Each activity will include a set of criteria and rubrics to guide the activity. The artifacts of the activity and the product data will be evaluated against both.</p>	<p>Stolle (CDM) R3.Tech.Contact Tech.Apps.Rec. TEA Curriculum Rec.</p> <p>Same as above</p>	<p>Initial Jan. 2012 Fine tune until Dec. 2012.</p> <p>Jan.2012 initial Revise based upon teacher needs until projects Complete in Dec. 2012.</p>

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		<p>2. <i>Plan and implement policies that support district-wide professional growth opportunities for staff, faculty, and administrators.</i></p> <p>a. Review the long range technology plan and Teacher Star Chart results together with campus technology committees.</p> <p>b. Review campus improvement plans.</p> <p>c. Propose modifications as needed to strengthen district-wide professional growth opportunities for staff, faculty, and administrators- in both the technology plan and the campus and district improvement plans.</p> <p>d. Campus committees report proposed changes to District Site Based Decision making Committee, who either reject/adopt with amendments or adopt as is.</p> <p>e. Submit to the school board for approval.</p> <p>f. Submit to TEA for approval.</p> <p>g. Implement based upon timelines within the plan in the coming year.</p>	<p>Superintendent Principal</p> <p>Teachers, Tech. Committee, Site Based Decision making Committee</p>	Ongoing throughout internship
	TL -V.B	<p>1. <i>Based on evaluations make recommendations for changes in professional practices regarding the use of technology in support of student learning.</i></p> <p>a. Evaluate StarChart results. Make professional development recommendations to campus principal.</p> <p>b. Evaluate Project Potluck artifacts and data against criteria and rubrics @ 6 week cycle. Recommend changes/if any needed to improve support of student learning.</p>	<p>Superintendent Principal</p> <p>Teachers, Tech. Committee, Site Based Decision making Committee</p>	<p>May 2012</p> <p>Jan. 2012</p> <p>Aug. 2012</p>
	TL -V.C.	<p>1. <i>Model the integration of data from multiple software applications advanced features of applications such as word processing, database, spreadsheet, communication, and other tools into a product.</i></p> <p>Prepare a multi-product presentation for Technology Plan, Include current teacher performance levels, information from StarChart, and STAAR preparation suggestions to make point for improved technology integration instruction and professional growth for teachers.</p> <p>2. <i>Create multimedia presentations integrated with multiple types of data using advanced</i></p>	<p>TEA R3 Tech.Spec. Principal Superintendent</p> <p>TEA R3 Tech.Spec.</p>	<p>August In-Service 2011</p> <p>August 2012.</p> <p>August 2011</p>

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	<p><i>features of a presentation tool and model them to district staff using computer projection systems.</i></p> <p>Create a multimedia presentation composed of the above articles (TL-V.C.1) to present to district staff as a means of preparing them to help students meet higher critical thinking skills of the STAAR assessments.</p>	Principal Superintendent	August 2012
	<p>3. <i>Document and assess field-based experiences using specific-purpose electronic devices.</i></p> <p>a. Record at least one each: district presentation; Record teaching teacher; Record teaching student; Record planning meetings; Record distance learning event;</p> <p>b. In the course of Project Potluck, record key strokes for mini lessons, and podcasts.</p> <p>c. Reflect on experience – how can you improve, what did you learn?</p>	Principal Superintendent R3tech.support TCEA tecsigs MBuhlin Blog	Dec. 2012
	<p>4. <i>Use distance learning delivery systems to conduct and provide professional development opportunities for students, teachers, administrators, and staff.</i></p> <p>a. Renew the port contract with Region3 for Net3 Video Conferencing Port-</p> <p>d. Provide access to online lessons and professional development for each group via Net3, the local Moodle, Texas Virtual School Network, or Project Share.</p>	R3.Net3 contacts R3.Project Share Texas Virtual School Network (TxVsn) Staff at Coastal Bend Community College(CCBC). SRA and Tech Connect Contacts.	Jul.1,2011/12 As needed TxVsn & CCBC Sem.bef.course offered. All done by Dec. 2012
	<p>5. <i>Apply instructional design principles to develop and analyze substantive interactive multimedia computer-based instructional products.</i></p> <p>a. Refer to lesson development statements for Project Potluck. NETT, NETS, LoTi, NCERL criteria will be used to develop substantive interactive multimedia computer-based instructional products to implement Project Potluck activities at the highest level.</p> <p>b.Refer to lesson development statements for Project Potluck. NETT, NETS, LoTi, NCERL activity criteria and integration rubrics will be used to analyze the computer based instructional products that result from Project Potluck against those quality standards.</p>	Stolle (CDM) R3Tech.Supp.	Initial by Jan. 2012 Ongoing Rev. final – Dec. 2012.

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		<p>6. <i>Design and practice strategies for testing functions and evaluating technology use effectiveness of instructional products that were developed using multiple technology tools.</i></p> <p>a. Design a rubric to analyze the effectiveness of each of the instructional processes and products developed for Project Potluck.</p> <p>b. Use the rubrics to analyze teacher project products to determine effectiveness across projects.</p>	Principal Stolle (CDM) – R3 Tech.Support Teachers	Ongoing throughout Project.
		<p>7. <i>Analyze examples of emerging programming, authoring, or problem solving environments that support personal and professional development, and make recommendations for integration at school/district level.</i></p> <p>a. Evaluate Project Share quality of service; quality of professional development products; quality of student learning modules using rubrics developed in previous step; include current/projected costs.</p> <p>b. Evaluate local Moodle capabilities.</p> <p>c. Based upon evaluations, make a quality based recommendation.</p>	Proj. Share support Staff R3 Tech.Support Staff TecSig contributors Tech.Blog contributors. Ken Task	Ongoing Throughout Project
		<p>8. <i>Analyze and modify features and preferences of productivity tool programs when developing products to solve problems encountered with their operation and/or to enhance their capability.</i></p> <p>a. Troubleshoot and modify settings and formatting elements as needed to get the desired output when developing product templates and instructions for their recreation by teachers and students.</p>	Microsoft Tech support/TecSig technology bloggers	Ongoing Throughout Project
	TL -V.D.	<p>1. <i>Model and implement the use of telecommunications tools and resources to foster and support information sharing, remote information access, and communication between students, school staff, parents, and local community.</i></p> <p>a. Create an ongoing Technology Blog on the District website, utilize it for Tech and Campus improvement</p>	Principal Superintendent TecSig Bloggers Course Instructors	Ongoing throughout project.

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	<p>plan processes to streamline activities.</p> <p>b. Provide all student handbooks, improvement plans, registration forms calendars, etc. for community download from the district website.</p> <p>2. Utilize blogs, wikis, and RSS as part of:</p> <p>a. communication with teachers for Project Potluck.</p> <p>b. to facilitate online communication between teachers and students.</p> <p>c. to add an online submission element in order to foster remote information access, for students.</p> <p>d. Add a community blog area to allow more interactive information flow between parents, community, and school.</p>	<p>Course instructors Principal Superintendent Teachers</p>	<p>Dec. 2012</p>
	<p>3. <i>Organize, coordinate, and participate in an online learning community related to the use of technology to support learning.</i></p> <p>a. Refer to TL.V.D.1 in relation to Project Potluck.</p> <p>b. Continue to participate in the online learning community created with cohort 20 EDLD 5306 class.</p>	<p>Course instructors Principal Superintendent Teachers Stolle R3techStaff Project.Share Contacts.</p>	<p>Dec. 2012</p>
	<p>4. <i>Organize and coordinate online collaborative curricular projects with corresponding team activities/ responsibilities to build bodies of knowledge around specific topics.</i></p> <p>a. Implementation of Project Potluck will facilitate the organization and implementation of collaborative curricular projects.</p> <p>b. Project Potluck activities will define responsibilities to contribute curricular and technology tool integration knowledge via blogs and/or wikis they create and maintain during the implementation phase of the projects.</p>	<p>Course instructors Principal Superintendent Teachers Stolle R3techStaff Ken Task</p>	<p>Ongoing throughout project and beyond</p>
	<p>5. <i>Design, modify, maintain, and facilitate the development of Webpages and sites that support communication and information access between the entire school district and local/state/national/international communities.</i></p> <p>a. The district web site maintenance, modifications, and facelifts will be managed by me.</p>	<p>KenTask, TecSig bloggers, Course Instructors</p>	<p>Same as above.</p>

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		b. Via online course websites created in Project Potluck, teachers will design, modify, and maintain their course related web pages to facilitate interaction with students and students' parents.		
Standard VI. Social, Ethical, Legal, and Human Issues	TL -VI.A	<p>1. <i>Establish and communicate clear rules, policies, and procedures to support legal and ethical use of technologies at the district/regional/state levels.</i></p> <p>a. Revise current technology acceptable use plans to be sure ethical use of web 2.0 technology tools as defined in StarChart, NETS, NETT, LoTi for improvement in student learning are included.</p> <p>2. <i>Implement a plan for documenting adherence to copyright laws.</i></p> <p>a. Included in Activity TL-II.A.1.c on Cyber Safety and Ethics. Will be repeated as part of each Project Potluck activity.</p>	Principal Superintendent	Jan. 2012
	TL -VI.B	<p>1. <i>Communicate research on best practices related to applying appropriate technology resources to enable and empower learners with diverse backgrounds, characteristics, and abilities.</i></p> <p>a. Work with special education staff to more fully develop the special needs resources on the Special Education Page so that provides:</p> <p>1) Basic information about program services and local contacts:</p> <p>2) This link to U.S. government disability resources: https://www.disability.gov/education/assistive_technology</p> <p>3) This link to Texas disability resources: http://www.education.com/reference/article/Ref_Texas_State/</p> <p>4) Provide Link to Goliad Special Education Co-op. http://www.goliadisd.org/index.php?option=com_contact&view=category&catid=68&Itemid=352</p> <p>2. <i>Develop policies and provide professional development related to acquisition and use of appropriate adaptive/assistive hardware and software for special needs populations.</i></p> <p>a. Review Technology Plan, ensure it</p>	<p>ESL Staff Special Education Staff Principal</p> <p>R3 Tech.Sup.Staff R3 ESL, GT, Spec. Ed. Res. Staff</p>	<p>Ongoing throughout Internship</p> <p>March 2012</p>

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		<p>includes prof. development related to acquisition and use of appropriate adaptive/assistive hardware and software for students and teachers with special needs.</p> <p>b. Update software/hardware procurement policies(if needed) for special - considerations necessary for special needs purchases.</p>	Goliad Spec. Ed. Resource. Staff. R3 purchasing cooperative staff	
	TL -VI.C	<p>1. <i>Communicate research on best practices related to applying appropriate technology resources to affirm diversity and address cultural and language differences.</i></p> <p>a. Subscribe to a blog/RSS feed that comments on best practices related to applying appropriate technology resources to affirm diversity and address cultural and language differences.</p> <p>b. Provide a link to TEA ESL resources. http://www.tea.state.tx.us/index2.aspx?id=4098</p>	<p>R3 Tech.Sup.Staff R3 ESL, GT, Spec. Ed. Res. Staff Goliad Spec. Ed. Resource. Staff. R3 purchasing cooperative staff</p>	Ongoing throughout Internship
	TL -VI.D	<p>1. <i>Communicate research and establish policies to promote safe and healthy use of technology</i></p> <p>a. Utilize technology web page to provide access to educational technology blogs.</p> <p>b. Establish a blog to provide a summary of at least one research article a month and provide safe and healthy use tips.</p> <p>c. Incorporate safe and healthy use practices in Technology Use Policy and Plan.</p>	<p>R3 Tech.Sup.Staff TEcSig blog</p>	Ongoing throughout Internship.
	TL -VI.E	<p><i>Use research findings in establishing policy and implementation strategies to promote equitable access to technology resources for students and teachers.</i></p> <p>1. Utilizing stakeholder buy-in fostered through TL.VI.D., analyze existing policy, update to include/improve strategies to promote equitable access to technology resources for students and teachers.</p>	<p>Established Educational Information Technology Research articles TEA/DIR Procurement Guides</p>	March 2012

		Brief Activity Summary	Resource Person	Projected Date of Completion
Standard VII. Procedures, Policies, Planning, and Budgeting for Technology Environments	TL-VII.A	<p>1. <i>Develop plans to configure software/computer/technology systems and related peripherals in laboratory, classroom cluster, and other appropriate instructional arrangements.</i></p> <p>a. Summarize work to be done in each area listed above.</p> <p>b. Collaborate with vendors/staff as needed to devise a timeline for each phase of the process.</p> <p>c. Procure any additional supplies and hire vendor- if needed.</p> <p>d. Notify staff of timeline and periods of unavailability</p> <p>e. Complete preliminary preparations:</p> <p>1. Create template drive;</p> <p>2. Clone drive to create 4 for external templates;</p> <p>3. Update staff on timeline changes and/or to backup and/or remove files from systems.</p> <p>f. Implement software update (convert lab computers to Windows 7).</p> <p>g. Test systems after update/add to network ensure printing abilities.</p> <p>h. Provide just in time training to staff/lab students as needed.</p>	Principal Superintendent Vendor(s) Open Source Resource people and TecSig Bloggers	May 2011
				July 2011
				March 2012
				May 2012
				July 2012
		<p>2. <i>Install local mass storage devices and media to store and retrieve information and resources.</i></p> <p>a. Clone existing drive data to new drive.</p> <p>b. Install and configure the new drive.</p> <p>c. Install and configure RAID drives.</p>	Same as above	Aug. 2011
		<p>3. <i>Prioritize issues related to selecting, installing, maintaining wide area networks (WAN) for school districts and facilitate integration of technology infrastructure with the WAN.</i></p> <p>a. Research area vendors : determine options for re-connecting to ESC3 WAN.</p> <p>1. Via T-1</p> <p>2. Via Wireless back hauls</p>		
		<p>b. Get scope of work statements and pricing quotes.</p> <p>c. Is direct connection to ESC3 necessary for TXEIS? For Net3 video conferences?</p> <p>d. Is connection to ESC3 necessary for internet access redundancy?</p> <p>Rate importance, evaluate budget considerations, and take action(or not).</p>	Same as above	January 2012

	Brief Activity Summary	Resource Person	Projected Date of Completion
	<p>4. <i>Manage software used in classroom and administrative settings including productivity tools, information access/telecommunication tools, multimedia/hypermedia tools, school management tools, evaluation/portfolio tools, and computer-based instruction.</i></p> <p>a. Provide each workstation with Microsoft desktop software applications suite.</p> <p>b. Provide each student and teacher network access and storage.</p> <p>c. Provide each student and teacher school district email accounts.</p> <p>d. Provide each student and teacher Moodle access and eportfolio storage.</p> <p>e. Provide each teacher and student workstation either internet access to or installation on local hard drive of any additional software or technology device as needed.</p>	Same as above	<p>Budgeting continuous. Working document turned in by Aug.2011 Aug. 2012</p> <p>Dec. 2012</p>
	<p>5. <i>Evaluate methods of installation, maintenance, inventory, and management of software libraries.</i></p> <p>a. Research best practices for installation, maintenance, inventory, and management of software libraries.</p> <p>b. Compare processes for each list a item.</p> <p>c. Report findings.</p> <p>d. Budget to phase in adoption of new methods on affordable schedule.</p>	Same as above	June 2011
	<p>6. <i>Develop and disseminate strategies for troubleshooting and maintaining various hardware/software configurations found in school settings.</i></p> <p>a. Create a self-help page and link it to technology page on web site.</p>	Same as above	December 2012
	<p>7. <i>Select network software packages for operating a computer network system and/or local area network (LAN).</i></p> <p>a. Select software for new servers for TXEIS package.</p> <p>1. Review software manufacturer's hardware requirements.</p> <p>2. Review current licensing situation.</p> <p>3. Summarize review findings.</p> <p>4. Select the package.</p> <p>b. As part of drive upgrade process, evaluate hardware and licensing issues</p>	Same as Above	June 2011

		Brief Activity Summary	Resource Person	Projected Date of Completion
		<p>for upgrading to Windows 2008R2.</p> <ol style="list-style-type: none"> 1. Memory and Processor support 2. Is licensing in order 3. Ripple effect on other packages, i.e. Microsoft Exchange upgrade, Accelerated Reader, All the Right Type, and other network versions of software. 4. If no additional cost, how much time to be operational? How much time to get user accounts and exchange back into tip top operation? 5. If minimal-- time to upgrade is when drives are migrated during the summer. 6. Summarize findings. 7. Discuss with superintendent, principal, and summer staff. 8. Develop timeline for implementation. 	Principal Superintendent R3 Tech.Sup.Staff	<p>June 2011</p> <p>June 2012</p>
		<p>8. <i>Analyze needs for technology support personnel to manage school/district technology resources and maximize use by administrators, teachers, and students to improve student learning.</i></p> <ol style="list-style-type: none"> a. Review StartChart Tech.Staff/Computer ratio suggestions. b. Review ISTE Tech.Staff/Computer ratio suggestions. c. Review additional staff responsibilities. d. Review software management tools available with Windows OS and open source that will minimize maintenance task time and maximize support availability. e. Report on staff/contracted specialist needed to install and implement. 		

		Brief Activity Summary	Resource Person	Projected Date of Completion
TL-VII.B	1.	<p><i>Investigate purchasing strategies and procedures for acquiring administrative and instructional software for educational settings.</i></p> <p>a. Review district purchasing policies for acquiring administrative and instructional software for educational settings.</p> <p>b. Review Microsoft agreement requirements.</p>	Principal Superintendent TEA Texas DIR	June 2011 June 2012
	2.	<p><i>Develop and utilize guidelines for budget planning and management procedures related to educational computing and technology facilities and resources.</i></p> <p>a. Review current guidelines for technology budget.</p> <p>b. Utilize current guidelines to revise the operating technology resources budget.</p> <p>c. Update budget in Long Range Technology Plan.</p>	District Financial Officer R3 Tech Purchasing Agent E-RATE Contact R3	March 2012
	3.	<p><i>Develop and disseminate a system for analyzing and implementing procedures related to troubleshooting and preventive maintenance on technology infrastructure.</i></p> <p>a. Create a self-help page and link it to Technology page on web site.</p>	ESC3 Tech TecSig Bloggers	December 2012
	4.	<p><i>Maintain and disseminate current information involving facilities planning issues and computer related technologies.</i></p> <p>Support the report current facilities utilities expenses on district website with other open information act disclosures</p>	Principal Superintendent Field Specialists Vendors Bill payments Clerk.	Ongoing throughout project
	5.	<p><i>Design and develop policies and procedures concerning staging, scheduling, and security for managing hardware, software, and related technologies in a variety of instructional and administrative school settings.</i></p> <p>a. Summarize current practices concerning staging, scheduling, and security for managing hardware, software and related technologies in a variety of instructional and administrative settings.</p> <p>b. Research best practices for designing and developing local best practices concerning staging, scheduling, and security for managing hardware, software and related technologies in a variety of</p>	R3 Tech Staff Visiting Experts to Tech.Dirs. Mtgs.	Ongoing throughout internship Dec.2012

		Brief Activity Summary	Resource Person	Projected Date of Completion
		<p>instructional and administrative settings.</p> <p>c. Utilize research to update local processes as needed.</p> <p>d. Summarize in the form Policy and Procedure document.</p> <p>6. <i>Research and recommend systems and process for implementation of distance learning facilities and infrastructure.</i></p> <p>a. Collaborate with entities supplying distance education course resources.</p> <p>b. Determine delivery method(s) required by the providing institution.</p> <p>c. Determine which part of current facilities most closely meets facility and infrastructure requirements.</p> <p>d. Determine improvements, needed to implement distance learning in this location.(wiring,switches,conference equipment)</p> <p>e. Develop scope of work necessary to implement facility as distance learning facility.</p> <p>f. Procure vendor quotes for facility preparations.</p> <p>g. Present findings and implementation timeline to Superintendent for approval to proceed.</p> <p>7. <i>Differentiate among specifications for purchasing technology systems in school settings.</i></p> <p>a. Analyze equipment and software needs for teachers, students, administration, and network administrative staff computers.</p> <p>b. Develop equipment and specifications for each type of user.</p> <p>c. Seek quotes for needed quantities of each type of computer.</p>	<p>Project Share TXVsn R3 CCBC Principal Counselor Superintendent Content Teachers</p> <p>Teachers Principal Superintendent TXEIS Users Network Director Vendors</p>	<p>Dec. 2012</p> <p>TXEIS users & Network Dir. June 2011</p> <p>Student Workstations June 2012</p> <p>Others beyond timeline</p>
	TL-VII.C	<p>1. <i>Implement technology professional development at the school/district level utilizing adult learning theory.</i></p> <p>a. Technology professional development is included prior to the start of each school year. This year Project Share is the focus and the OnTrack Core Course curriculum that correlates to STAAR assessments. Modules provided by TEA.</p>	<p>R3 Tech Support Staff. TCEA, Blogging staff Proj. Share contributors.</p>	<p>Aug. 2011</p> <p>Aug. 2012</p> <p>As needed via Proj.Share. Microsoft</p>

		Brief Activity Summary	Resource Person	Projected Date of Completion
		<ol style="list-style-type: none"> 1) Collaborate with R3 staff, superintendent and principal to set date and times for campus instruction. 2) Make sure all the computer labs, network, etc. are ready at least 1 day prior to workshop. 3) Make needed copies of any hand-outs needed for the workshop. 4) Make sure all staff has Project Share account. 5) Arrive early – turn everything on, test connectivity to Project Share website. 6) Conduct the workshop. <p>b. Project Potluck will encourage teachers to acquire professional development from professional educational technology open source resources, Project Share, and directly from me on an as needed, Just – in- time manner.</p>	See above + Stolle	Ongoing throughout the Project Potluck project Dec. 2012
Standard VIII. Leadership and Vision	TL -VIII.A	<p><i>Communicate and apply principles and practices of educational research in educational technology.</i> Utilize campus blog to communicate and apply practices and principles of educational research in educational technology throughout the year in projects</p> <ol style="list-style-type: none"> a) in Cyber Safety/Ethics project; b) Project Potluck; c) in development and implementation of technology plan goals; d) serve on local Technology and campus improvement committees; e) participate in Technology Director's meetings hosted via Net3 by ESC3. 	Principal Superintendent R3 Tech Support Staff. TCEA, Blogging staff	Dec. 2012
	TL -VIII.B	<p><i>Describe social/historical foundations of education and how they relate to use of technology in schools.</i></p> <ol style="list-style-type: none"> a) Will be embedded in Cyber Safety/Ethics and Project Potluck; b) Specific local history embedded in Tech.Plan. 	Principal Superintendent R3 Tech Support Staff. TCEA, Blogging staff	Dec. 2012
	TL –VIII.C	<p><i>Discuss issues relating to building collaborations, alliances, and partnerships involving educational technology initiatives.</i></p> <ol style="list-style-type: none"> a) Technology Directors' Meetings; b) with ISP providers and vendors; c) Technology Committee; d) Justification of new technology training. 	Superintendent Principal R.3 Ed.Tech.Res. Tech.Dirs	Dec. 2012

		Brief Activity Summary	Resource Person	Projected Date of Completion
TL-VIII.D	1.	<p><i>Design and lead in the implementation of effective group process related to technology leadership or planning.</i></p> <p>a) Refer to all the pieces of and Cyber Safety/Ethics project and Project Potluck @ will be developed utilizing strategies and standards merged from each of Star Chart, ISTE, NETS, NETT.</p> <p>b) Implement Technology Plan goals.</p>	Superintendent Principal R.3 Ed.Tech.Res. Tech.Dirs.	Dec. 2012
	2.	<p><i>Use evaluation findings to recommend modifications in technology implementations.</i></p> <p>Evaluate progress towards technology plan goals – recommend modifications</p>	Same	Aug. 2011 Aug. 2012
	3.	<p><i>Use national, state, and local standards to develop curriculum plans for integrating technology in the school environment.</i></p> <p>Refer to all the pieces of Cyber Safety/Ethics project and Project Potluck. Everything will be developed utilizing strategies and standards merged from each of Star Chart, ISTE, NETS, NETT.</p>	Same + blog resources	Ongoing
	4.	<p><i>Develop curriculum activities or performances that meet national, state, and local technology standards.</i></p> <p>Refer to all the pieces of and Cyber Safety/Ethics project and Project Potluck @ will be developed utilizing strategies and standards merged from each of Star Chart, ISTE, NETS, NETT.</p>	Same + Blog resources+ course instructors+ Stolle	Ongoing
	5.	<p><i>Compare and evaluate district-level technology plans.</i></p> <p>a. Maintain State Technology Plan Reviewer status and review technology plans for the E-RATE program each year.</p> <p>b. Conduct Technology Survey</p>	ERATE Tech.Plan Contacts/Trainers	June 2012 October 2011
	6.	<p><i>Use strategic planning principles to lead and assist in the acquisition, implementation, and maintenance of technology resources.</i></p> <p>Refer to TL.V.II.B. 1-7 for use of strategic planning principles to lead and assist in</p>	Principal Superintendent Course Instructors	Ongoing throughout internship

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		Brief Activity Summary	Resource Person	Projected Date of Completion
		<p>the acquisition, implementation, and maintenance of technology resources.</p> <p>7. <i>Plan, develop, and implement strategies and procedures for resource acquisition and management of technology-based systems including hardware and software.</i></p> <p>Refer to TL.V.II.B. 1-7 for use of strategic planning principles to lead and assist in the acquisition, implementation, and maintenance of technology resources.</p>	<p>TecSig group Region 3 planning experts</p> <p>Same as above DIR/Reg.3.Purch. Coop. Agent</p>	Ongoing throughout Internship
	TL -VIII.E	<p><i>Participate in a significant field-based activity involving experiences in instructional program development, professional development, facility and resource management, WAN/LAN/Wireless systems, or managing change related to technology use in school-based settings.</i></p> <p>Refer to TL. I. – TLV.III.D this is embedded in all of the preceeding activities.</p>	<p>Superintendent Principal Special Ed. Resource Staff Region 3 Educational Technology Staff Regional Technology Directors Course Instructors TCEA and other outside Educational resources.</p>	December 2012